

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHEASTERN MENTAL HEALTH AUTHORITY
JOB OPPORTUNITY
CLINICAL SOCIAL WORKER ASSOCIATE**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Public
Location: 401 W. Thames Street, Bldg. 301, Norwich, CT
Program/Unit: Wellness Recovery Advocacy Program (WRAP-CSP/RP)
Job Posting No: SM25952
Shift/Schedule/Hours: 1st shift, Monday – Friday, 8:00 a.m. – 3:30 p.m. (full-time, 35 hours)
Salary: \$63,133 to \$85,143 (Annually)
Closing Date: March 24, 2014

Duties may include but not limited to: Provide team leadership for CSP/ RP staff and WISE staff within the WRAP program including but not limited to: Making client assignments to skill building staff, monthly group and individual supervision and field supervision of assigned CSP/Staff and WISE staff; education of skill building staff on the CSP/RP model, provide education and training on functional assessments, Person Centered Planning, re-assessments, and encounter notes; assist staff with completion of documents as warranted; development of tools for skill building staff to ensure fidelity to CSP/RP and WISE is met; attend monthly statewide CSP/RP and WISE meetings; provide clinical interventions as warranted to clients assigned to the team, provide crisis intervention and consultation to staff; attend assigned SMHA committee meetings; complete quarterly attendance reviews with assigned staff, annual performance appraisals; monitor staff productivity and work performance and follow established guidelines to address any deficits up to and including progressive discipline, including development of performance improvement plans; participate in hiring process and orientation of new staff, process employee's leave request, approve electronic timesheet ; complete Bio psychosocial assessments for new clients to the program, complete conservatorship applications; attend probate hearings and treatment team meetings in the community; establish relationships with area providers; provide program oversight in the absence of program supervisor. Perform other related duties as assigned.

General Experience and Training: One year of experience as a licensed clinical social worker.

Special Experience and Training: Incumbents in this class must possess and retain a license to practice clinical social work pursuant to Sec. 20-105 (m) through (r) of the Connecticut General Statutes. Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the Position Number (found on the posting) on the DMHAS Lateral Transfer Request Form (upper right-hand corner) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: CSWA applying to a CSWA posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Email: MHA-SMHA-RECRUIT@ct.gov

FAX: (860) 859-4792

**Southeastern Mental Health Authority
Office of Human Resources / Attn: Recruitment
401 West Thames Street, Building 301, Norwich, CT 06360**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. P-1